

Using the Participant Contracts tab in the AgBMP Tracking Module:

- From the PY18 Virginia Agricultural Cost Share Manual: “The Agricultural BMP Tracking Program provides the District the ability to monitor participant cost-share approval and payment during the program year, both within and across District boundaries. Districts are advised to make use of the “Participants Contracts” function to monitor the amount of cost-share funds that have been approved both within your District and across Districts to insure participants are not overpaid based on Statewide Caps.”
 - Key is “to monitor the amount of cost-share funds that have been approved” as you work on BMP approvals after your signup period
- Example:

The screenshot shows a web browser window with the URL <https://dswcapps.dcr.virginia.gov/BMPTracking/Home/BMP/Contract.aspx?Id=55753>. The page header includes the DCR Virginia Department of Conservation & Recreation logo and a navigation menu with links: Main, Plans, ASA Complaints, Administration, Reports, Support, My Account. The user is logged in as 'Welcome, roland.owens' with a 'Logout' button.

The breadcrumb trail is 'Dashboard > Contracts >'. Below this, there are input fields for 'Contract #:', 'Contract Type:' (set to 'Cost Share: 1 payment(s)'), 'District:' (set to 'APPOMATTOX RIVER'), 'Participant:', 'SSN / Tax ID:', 'Participant Address:', and 'Phone:'. There is a 'Copy Contract' button.

On the left side, there is a sidebar with links: 'Instances', 'Payments', 'Comments', 'Forms', and 'Participant Contracts' (which is highlighted). Below these links is a 'Save' button.

The main content area displays a message: 'Below is a list of all contracts that William B Bain has signed up for during program year 2017. You can view a contract by clicking on it. Note: you can only view contracts that belong to your district(s).' Below this message is a table with the following data:

| | District | Number | Practices | Requested Contract Value | Approved Contract Value | Actual Contract Value | Payments | |
|-------------------------------------|------------------|--------|-------------|--------------------------|-------------------------|-----------------------|-------------|-------------------|
| <input checked="" type="checkbox"/> | APPOMATTOX RIVER | | SL-6, SL-8B | \$ 66,730.40 | \$ 46,352.80 | \$ 0.00 | \$ 0.00 | i |
| <input checked="" type="checkbox"/> | CHOWAN BASIN | | SL-8B | \$ 24,219.05 | \$ 0.00 | \$ 0.00 | \$ 0.00 | i |
| <input checked="" type="checkbox"/> | CHOWAN BASIN | | NM-3C | \$ 4,637.76 | \$ 0.00 | \$ 0.00 | \$ 0.00 | i |
| <input checked="" type="checkbox"/> | CHOWAN BASIN | | NM-1A | \$ 3,614.18 | \$ 3,614.18 | \$ 3,614.18 | \$ 3,614.18 | i |
| <input checked="" type="checkbox"/> | CHOWAN BASIN | | NM-4 | \$ 876.33 | \$ 0.00 | \$ 0.00 | \$ 0.00 | i |
| Year 1 Totals | | | | \$ 100,077.72 | \$ 49,966.98 | \$ 3,614.18 | \$ 3,614.18 | i |

- There are limitations to the Participant Contracts tab:
 - It only shows data for a single PY
 - It does not show what the Cap should be for the participant
- It is also important to understand how caps apply to a participant and his/her mix of BMPs. Everyone should become very familiar with the *Cost-share Funding Caps* section of the *POLICY AND PROCEDURES ON SOIL AND WATER CONSERVATION DISTRICT COST-SHARE AND TECHNICAL*

ASSISTANCE FUNDING ALLOCATIONS (FISCAL YEAR 2018) document. One important statement from that section:

- “State participant caps are based upon the fiscal year that the practice is approved rather than the fiscal year in which the cost-share payment is distributed.”
 - This is important if a participant is approved for a PY15 pending SL-6 during PY18. While that PY15 SL-6 is ‘uncapped’, it does impact what other cost share funding they are eligible for during PY18.
- We strongly recommend that you explain how Cost-share Funding Caps are applied to participants in the program, especially if they receive or are applying for cost share from multiple districts or they are receiving approval for a PY15 pending SL-6
 - Cap explanation is included on the *VIRGINIA BMP INCENTIVES PROGRAMS CONTRACT Part I – Application for Program* form
 - Remember there is also the “Have you received or will you receive cost share funding from another SWCD during the current program year?” question on the Part I form
- CDCs have access through Logi to a series of reports which allow them to monitor Cap related data statewide based on when BMP instances were approved. We have not exposed these reports to District Logi users as they are a bit complex and I’m concerned they may generate more questions than they answer, but we may try to simplify them in the future.